

**U.S. PROBATION OFFICE
WESTERN DISTRICT OF NEW YORK**

VACANCY ANNOUNCEMENT NO. 07-02

Opening Date: October 20, 2006 **Closing Date:** December 1, 2006

LOCATION OF POSITION: **BUFFALO, NEW YORK**
POSITION TITLE: **PROBATION OFFICER ASSISTANT**
STARTING SALARY RANGE: **CLASSIFICATION LEVELS 23-25 (\$33,067-\$57,818)**
 DEPENDING ON QUALIFICATIONS AND EXPERIENCE
STARTING DATE: **POSITION TO BE FILLED IN CALENDAR YEAR 2007 (BASED ON**
 ADEQUATE FISCAL YEAR 2007 FUNDING)

*** MORE THAN ONE POSITION MAY BE FILLED FROM THIS ANNOUNCEMENT ***

DESCRIPTION OF DISTRICT, PROBATION OFFICE, WORKLOAD AND DUTIES:

District: The Western District of New York encompasses 17 counties and consists of two offices. There are four district court judges, three senior judges, and five full-time magistrate judges.

Probation Office: The probation office is headquartered in Buffalo and has one division office in Rochester. The vacant position is in the **Buffalo** office.

Workload: Present workload includes supervision of probationers, supervised releasees, parolees, military parolees, pretrial releasees and pretrial diversion cases and the preparation of presentence investigations and all other types of investigations (including bail and pretrial diversion) for the court.

Duties of Probation Officer Assistant: A probation officer assistant performs duties and responsibilities such as, but not limited to, the following:

- (1) Investigates/supervises defendants/offenders to maximize adherence to conditions, reduce risk to the community, and to provide correctional treatment.
- (2) Maintains personal contact with defendants/offenders through office and community visits and by telephone. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Responsible for detection of substance abuse and implements the necessary treatment or violation proceedings of appropriate offenders. Refers defendant/offenders to appropriate outside agencies such as medical and substance abuse assessment/treatment facilities, employment and training.
- (3) Investigates and prepares presentence reports in Sentence Guideline format and appropriate calculations. Develops sentence recommendation working closely with the supervisor and/or team leader. Follows disclosure procedure of the presentence report to all relevant parties. Responds to judicial officer's requests for information and advice.
- (4) Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violation of the conditions of supervision to the appropriate authorities. Testifies at court or parole hearings.
- (5) Initiates contacts with and replies to inquiries from other U.S. Probation offices, the U.S. Parole Commission, the Bureau of Prisons, the Administrative Office of the U.S. Courts, the U.S. Sentencing Commission, the Federal Public Defenders Unit, and various Department of Justice law enforcement agencies. Conducts preliminary interviews and other investigations as required.
- (6) Maintains a detailed written record of case activity.

MINIMUM QUALIFICATION REQUIREMENTS: Applicants must be a citizen of the United States. Applicants must also have two years of general experience to qualify for Classification Level 23, Step 1

(\$33,067); or two years of specialized experience, including at least one year equivalent to work at Classification Level 24 level, to qualify for Classification Level 25, Step 1 (\$36,090). Within each classification level, an evaluation of quality of experience and competitive factors may provide placement at salary levels above Step 1 up to and including Step 25. Salary placement above Step 1 of either classification is granted at the discretion of the Chief U.S. Probation Officer.

COMPETITIVE FACTORS: **Bilingual (Spanish) candidates are encouraged to apply.** Applicants possessing a bachelor's degree from an accredited college or university are preferred. →

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: Progressively responsible clerical or operational support experience requiring the regular and recurring application of clerical or operational support procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE: The duties of probation officer assistants require the investigation and management of alleged criminal defendants or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, they must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. First-time appointees to positions covered under federal law enforcement retirement provisions must not have reached their **37th** birthday at the time of appointment. State or local law enforcement time in service is not creditable.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS: Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. The final candidate must successfully complete a ten-year background investigation conducted by the Office of Personnel Management. In addition, as conditions of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial service officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

APPLICATION PROCESS: Individuals interested in being considered for the position are invited to submit a cover letter and resume to: Joseph A. Giacobbe, Chief U.S. Probation Officer, 234 U.S. Courthouse, Buffalo, New York 14202. The cover letter must include a narrative statement describing your interest in seeking this position. Job description and additional information can be located on our website at www.nywp.uscourts.gov. **Individuals who have applied for prior vacancies in the Western District of New York must reapply by submitting a current resume and cover letter to be considered for this position.**

This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Resumes must be received by the close of business on December 1, 2006.

Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified

applicants who will be invited for interview. The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement or fill the position at any time before the closing date, any of which may occur without prior written notice.

NO PHONE CALLS PLEASE

This Court is an Equal Opportunity Employer